

Employee Identification Update Confirmation

Dear [Employee's Name],

We are writing to confirm that we have successfully updated your employee identification information in our records. The details are as follows:

- **Name:** [Employee's Full Name]
- **Employee ID:** [Employee ID]
- **Department:** [Department Name]
- **Effective Date:** [Effective Date]

If you notice any discrepancies or have further questions, please do not hesitate to contact the HR department.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]